

APPLICATION FOR RECORDS DISPOSITION STANDARD

3012 (3/76)

INSTRUCTIONS: Prepare in duplicate and forward to the Records N	Management /		<u> </u>
3. Dept., Division, Subdivision & Administering Office Address		FOR RECORDS MANAGEMENT	
Department of Planning and Public Aff	fairs	Date Received Application I	No. Date Completed
Division of Planning and Marketing	- ;	MAR - 2 1978 78-19	A MAR - 3 1978
2200 Peachtree Summit Building	}		
401 West Peachtree Street NE		1. Application 2. De	pt. Application No.
Atlanta, Georgia 30308			
4. Person to Contact	5. Working T	^{itle} Manager of	6. Telephone Number
Bruce B. Emory		t Systems Planning	586-5161
	One: Cha	nge; 🛘 Supercede; 🗘 Vøid	
8. Dates of Series 9. Records Series Title (followed by title to	used in office;	if different)	
Earliest Latest 1971 present Marketing and Ope	erations	s Planning File	(MK)
10. Division and Office Function What is the function of the Division and			
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11. Record Series Description This file contains the following docume Attach samples of the file.			
Documents relating to: development and implement		of transit market	ing and
service development plans and pr	rograms		-
Included are:	-	• • • • • • • •	
correspondence, memorance		orts, working pape	ers and
other documents relating to the	above.	r var. Francisco	
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en e communa			
numerically by major cat	egory ((see attached exam	nple)
	·		The state of the s
12. Monthly Reference Rate How often are records referred to which are:	·		
One to six months old	20;	Thirteen to twenty-four months old	120;
twenty-five months and older ?			
13. Annual Rate of Accumulation of Records			
Letter size drawers; Legal size drawers $\frac{3/4}{}$; Shelve	es	; Other (specify)	
		}	

a. is this the official copy of the series? In this, where is in 27 b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. X c. is this array serget. d. these this destribe high related as been remainded where the true of the first a been primed, could these the content to the content of the high related as been remainded to the true of the first a been primed, could these the content to the children as the content to the first a been primed; X 1. It is the information constant in this series were published; A is the information constant in this series were published; A is the information constant in this series were published; A is the content to the content of the series in your office, or in another office or agency? If yes, where? X 1. Does the record area required and first event of the content of the series to be kept: A state Law Year. A d. Anoth period Year. A face the proper of the content of the series to the kept: A face the proper of the content of the series to be kept: A face the proper of the content of the series of the kept: A face the proper of the content of the series to the kept: A face the proper of the content of the series to the kept: A face the proper of the content of the content of the series to be kept: A face the proper of the content of the content of the series to be kept: A face the proper of the content of the content of the series to be kept: A face the proper of the content of the content of the series to be kept: A face the proper of the content of the content of the series to be kept: A face the proper of the content of the series to be kept: A face the proper of the content of the series to be kept: A face the proper of the content of the series to be kept: A face the proper of the content of the series to be the content of the serie	YES	NO	14. Questionnaire (Place an "X" in the proper column)
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## What auto to two the numbers on the following the process of the charge general, confidence that he scheduled separately? X	X		c. Is this a vital record?
State Stat			d. Does this series have historical or long term research value? possible research value
X 1. Is the information contained in this series were published? If yes, attach copy If yes, where? X If this series for a major portion of it? regularly microfilmed? X If this series for a major portion of it? regularly microfilmed? X If this series for a major portion of it? regularly microfilmed? X If this series for a major portion of it? regularly microfilmed? X If this series for a major portion of it? regularly microfilmed? X If the series in the kept: A Audit period Years A Audit period Years If the series in the kept: Years If the series in the cut of the end of section Years If the series in the cut of the end of section Years If the end	x	İ	e. When one or two documents in the file make it necessary to keep the entire life for a long period, could these documents be
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15. Retention Regularments The following requires the series to be kept: 15. Retention Regularments The following requires the series to be kept: 16. Retention Regularments The following requires the series to be kept: 17. Retention Regularments The following requires the series to be kept: 18. Addinistrative need 19. Statute of limitation 10. Federal retention instructions 10. Administrative need 10. Federal retention instructions 10. Administrative need 10. Approved Disposition Instructions 11. D. p41. 11. D. p41. 11. Approved Disposition Instructions 11. D. p41. 12. Approved Disposition Instructions 13. Approved Disposition Instructions 14. Administrative need 15. Federal retention instructions 16. Approved Disposition Instructions 17. Approved Disposition Instructions 18. Approved Disposition Instructions 19. Calendar Year: 10. Calendar Year: 10. Calendar Year: 10. Calendar Year: 11. Approved Disposition Instructions 12. Approved Disposition Instructions 13. Years: 14. Approved Disposition Instructions 15. Federal Year: 16. Approved Disposition Instructions 17. Approved Disposition Instructions 18. Approved Disposition Instructions 19. Approved Disposition Instructio			i. Is this series (or a major portion of it) regularly microfilmed?
a. State Law years. b. Statute of limitation years. c. Federal law years. f. Federal retention instructions years. f. Federal retention instructions years. Attach copy or except of laws or regulations. Explain administrative need. Urban Mass Transportation Administration External Operating Manual III. p. p41. 16. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Colendar Vear: I Fiscal Vear: XI Other Completion of project then, place in inactive file, then Stold in the current files ares month(s) year(s); then Transfer to Iosal holding area; hold year(s); then Destroy. I Transfer to State Records Center; hold year(s); then Destroy. I Transfer to State Records Center; hold year(s); then Other (Specify) These instructions apply to all prior and future accumulations of the series. (Indicate briefly rationale for recommendations above/or write additional remarks): 17. APPROVALS Approved Operations Records Management Officer Date Approved Division physiologique Date Approved MaRIT Absorption Advisory Committee Date		x	j. Does the record series result in a computer printout?
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